

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP  
JUNE 1, 2011**

**DIRECTORS PRESENT**

Jim Haselton, Committee Chair  
Mike Safranski, Committee Member

**STAFF PRESENT**

Don Chadd, General Manager  
Hector Ruiz, District Engineer  
Teresa Teichman, District Secretary  
Michael Perea, Special Projects Manager  
Karen Warner, Accounting Technician

**PUBLIC PRESENT**

No members of the public were present.

**CALL MEETING TO ORDER**

Committee Chair Haselton called the June 1, 2011 Finance/Audit Committee Meeting to order at 7:02 a.m.

**VISITOR PARTICIPATION**

Public comments were announced. No comments were received.

**ORAL COMMUNICATION**

Oral communication was announced. No comments were received.

**COMMITTEE MEMBER COMMENTS**

Committee member Mike Safranski commented on the meeting notification he received relating to IRWD inviting MWDOC Division 6 Representatives to their June Board meeting to clarify intent of recent actions as it relates to ISDOC Selection Committee By-Law proposals.

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**REPORT FROM THE GENERAL MANAGER**

Mr. Don Chadd, General Manager, advised he has received information from MWDOC entitled Water Systems Operations and Financial Information which he will share information from at TCWD's June Board meeting.

Mr. Chadd TCWD will have a college intern for the next 10 weeks assisting with engineering projects.

Discussion occurred relating to TCWD's in-house accounting department, contract accountant and treasurer as it relates to TCWD's anticipated CPA oversight needed for fiscal year 2011/2012.

**FINANCIAL MATTERS**

**ITEM NO. 1) FINANCE/AUDIT COMMITTEE MEETING RECAP**

The May 4, 2011 Finance/Audit Committee Meeting Recap was presented to the Committee. No changes were made.

**Recommendation:** *The Committee recommended that the May 4, 2011 Finance/Audit Committee Meeting Recap be received and filed by the Board. (Consent Calendar).*

**ITEM NO. 2) RATIFICATION OF DIRECTORS' FEES AND EXPENSES  
AND FUTURE MEETINGS**

The Committee reviewed this matter.

**Recommendation:** *The Committee recommended that the Directors' expenses for April/May 2011 and fees for April/May 2011 be forwarded to the Board for ratification. (Action Calendar)*

**ITEM NO. 3) STATUS UPDATE RELATING TO STORM DAMAGE**

Mr. Chadd advised there is no new information to report.

Mr. Hector Ruiz, District Engineer, advised he is working with geotechnical consultants to obtain information needed in order to file an appeal with FEMA as it relates to the Serrano Creek Crossing.

**Recommendation:** *The Committee received and filed the status update. No action necessary.*

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**ITEM NO. 4)            DISCUSSION AND POSSIBLE ACTION RELATING TO  
PROPOSED REVISED PERSONNEL POLICY**

Mr. Chadd advised he is reviewing the final draft prepared by Mr. Michael Perea, Human Resources Supervisor, and will have further information at the next meeting.

**Recommendation:**    *The Committee forwarded this information to the Board. (Action Calendar).*

**ITEM NO. 5)            DISCUSSION AND POSSIBLE ACTION RELATING TO  
CUSTOMER FEES**

Mrs. Teresa Teichman, Customer Service Manager, provided a spreadsheet delineating TCWD's current customer fees as benchmarked against neighboring water districts along with a cost analysis of actual staff cost and time.

Discussion occurred.

**Recommendation:**    *The Committee received the information and forwarded this information to the Board. (Action Calendar).*

**ITEM NO. 6)            OTHER MATTERS**

Mr. Chadd discussed a phone call he received from a customer as it relates to the WRES fee Waiver policy.

**ITEM NO. 7A)          PRESENTATION OF MARCH 2011 UNAUDITED FINANCIAL  
STATEMENT**

Mr. Chadd reviewed the April 30, 2011 preliminary unaudited financial statement with the committee. Mr. Chadd discussed water operating revenue and expenses. Mr. Chadd also reviewed TCWD's investment schedule as it relates to capital projects.

**Recommendation:**    *The Committee recommended that the Board receive and file the April 30, 2011 preliminary unaudited financial statement, as presented. (Consent Calendar).*

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**ITEM NO. 7B)      BILLS FOR CONSIDERATION**

The bills for consideration were presented.

**Recommendation:**    *The Committee recommended that the Board ratify payment of May 17, 2011 bills for consideration in the amount of \$85,991.70 and the June 1, 2011 bills for consideration in the amount of \$210,442.69 and the May 2011 payroll in the amount of \$155,836.02, as presented. (Consent Calendar).*

**ADJOURNMENT**

Committee Chair Haselton adjourned the June 1, 2011 Finance/Audit Committee Meeting at 7:51 a.m.